SECTION:	**CONTENTS AND INTRODUCTION**
SUBJECT:	**Introduction**
ITEM:	*Using the Manual*

Policy

Local agencies shall comply with all Program policies outlined in the WIC Program Manual (WPM), and shall ensure that all WIC Program staff members have access to updated policy information.

Purpose

The WPM is a comprehensive guide to State policies and procedures governing the WIC Program in California, and is designed to assist local agency WIC staff in carrying out day-to-day program operations and activities.

Manual organization

The WPM is divided into broad *sections*. Each *section* is further broken down into *subjects* and *items*. Each *item* is considered a separate document and is identified by a *WIC* number in the top right-hand corner.

Manual revisions

Revisions to the WPM will be accomplished by adding new *subjects*, *items*, or replacement pages, as necessary. A cover transmittal letter will accompany the revisions. The transmittal letter will summarize the changes or clarification in policy in the WPM and will instruct local agencies as to the effective date of the new/revised policy.

WPM Revision transmittal letters will be identified by a number in the top left-hand corner immediately below the date. These numbers begin with the last two-digits of the calendar year in which the transmittal letter and WPM revision is issued, and a two-digit number relating to the sequence in which the policy is being released. For example, the first and second WPM transmittal letters for calendar year 2004 are identified as "04-01" and "04-02", respectively.

Upon receipt of the transmittal letter and WPM revision(s), local agencies shall review the material to determine what changes needs to be made in local agency operations and shall ensure that all WIC Program staff is aware of the policy change/clarification.

Options for assuring staff's access to policy information

Local agencies shall:

- maintain an up-to-date WPM at each site, and/or

- ensure that each site has the capability of accessing the WPM via the internet, and/or

- implement procedures whereby local agency staff has the ability to get a timely response to a policy question from their agency staff.

Accessing the WPM via the internet

To access the WPM via the internet:

- Logon to www.wicworks.ca.gov,

- Select and click on "Resources" from the left-hand menu, and

- Click on "WIC program manual index" to select the policy to be reviewed.

The policies are in "read-only" format but may be printed.